

*[Insert Agency Logo or Name]*

Primary Contributors

[Primary Steward and/or Business  
Owner]  
[Executive Sponsors]

Statewide Contributors and  
Reviewers:

# **Enterprise Data Standards Business Case Template**

**Initiator Draft**

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## 1. Executive Summary

This document establishes the business case for the state to adopt the [insert proposed standard] as statewide data standards for [insert functions].

*Insert summary information.*

*Insert key terms*

### 1.1. Proposed Data Standard and Scope

The state should adopt the [insert standards] for systems as needed for business needs.

- Agencies shall use [new data standard] for newly designed or redesigned agency [subject area] management systems.
- Agencies shall use the [subject area] Data Dictionary that provides common structure to promote data sharing (See **Appendix A – [Subject Area] Data Dictionary.**)

#### 1.1.1. State Sponsorship - Executive and Business Sponsors

- The Department of [agency name] is the primary Business Sponsor and Steward.
- Executive sponsors are: [insert agencies]

#### 1.1.2. Strategic Alignment

- Insert state/agency functional area goals*
- 2008-2014 State Strategic IT Plan Goals and Strategies [SSITP].

#### 1.1.3. Related Initiatives/Major Systems

- insert related initiatives and major systems*

## 2. Introduction and Background

- Insert background information, including previous work if any*

### 2.1.1. What data do you propose to standardize?

- 

### 2.1.2. Why is the standard needed? What problem/opportunity does it solve?

- .

### 2.1.3. Who are the early adopters?

- 

### 2.1.4. What lines of business (business areas) may benefit?

- 

## 2.2. Benefits

*What are the business benefits to the state and agencies?*

## Examples

- Promotes Data Sharing -
- Promotes Common IT Practices –
- Enables Transparency –
- Improves Decision Making –
- Provides an Integrated End-User Experience –
- Enables Investments in Common Systems –

## 2.3. Standardization Impacts

What are the impacts to the state and agencies from standardization?

- 

## 2.4. Business Sponsors Endorsement

### 2.4.1. Statutory Authority

- The provisions of RCW xx.xx.xxx detail the powers and duties of the Department of [agency].

### 2.4.2. Stakeholder Roles and Responsibilities

- 

#### 2.4.2.1. Executive Sponsors

- 

#### 2.4.2.2. Steering Committee

- 

#### 2.4.2.3. Business and Technical Data Stewards

- 

## 2.5. Key Issues or Decisions

What key issues or decisions [should be] were addressed?

The primary stakeholders/business stewards discussed and resolved the following outstanding questions?

## Examples

- Support –
- Business Reporting and Systems Design –
- Interoperability and Integration -
- Future Interoperability –
- Governance –.

### 3. Recommended Solution and Alternatives Considered

The state should adopt the [insert data standards].

See Appendix B: Implementation Plan

*Summary solution and recommended alternative.*

- 

#### 3.1. Alternative A - Continue to use same data and processes

Do nothing. Continue to use same data and processes

- 

#### 3.2. Alternative B –

- 

#### 3.3. Alternative C –

- 

### 4. Cost and Benefit/Impact Analysis

- 

#### 4.1. What are expected costs to implement the standards?

- 

#### 4.2. What are the impacts of the proposed data standards?

- 

### 5. Governance

#### 5.1.1. Maintain structure and commonality

- Agencies shall maintain the data definitions structure.
- Agencies shall not create custom data fields. [insert agency/multi-agency team] are responsible for creating new data fields and definitions.

#### 5.1.2. Roles and Responsibilities

- The Executive Sponsor/Primary Data Steward [insert primary agency] will continue to involve statewide agencies in the governance and major change management processes. [insert primary agency] may request other stakeholder groups to represent statewide data stewards as needed.

#### 5.1.3. Request a new or custom data field

- Agencies shall contact [insert agency/multi-agency team] to request all new or custom data fields and definitions [insert agency/multi-agency team] will provide all data definitions, including those unique to Washington State.

#### 5.1.4. Receive major updates

- Agencies will receive minor updates directly from [insert state data registry] website. The data definitions can be updated dynamically as new definitions become available.
- For major updates agencies will contact the [insert primary agency] to participate on a multi-agency stewardship team.

## 6. Document History

Date	Version	Editor	Change

## 7. Glossary

## 8. References

## Appendix A – Sample Data Dictionary of Data Standards

## Appendix B – Implementation Plan

## Appendix C - Primary Stakeholders